



FELLOWSHIP COMMUNITY

Rudolf Steiner Fellowship Foundation, Inc.
241 Hungry Hollow Road, Chestnut Ridge, NY 10977
Tel: (845) 356-8494 **Fax:** (845) 259-2668
Email: rsffoffice@fellowshipcommunity.org

POSITION DESCRIPTION

Title:	RSFF Office Manager
Location:	241 Hungry Hollow Road, Chestnut Ridge, NY 10977
Status:	Full-time Monday through Friday, 8:30 am – 5:00 pm
FLSA:	Non-Exempt
Compensation:	Compensation is commensurate with experience and qualifications
Benefits:	15 Days of Paid Time Off, Health & Dental Insurance, Free Lunch
Reports to:	Tari Steinrueck, <i>Director</i>
To Apply:	Submit a cover Letter and Resume to jobs@fellowshipcommunity.org

The Office Manager plays a key role in supporting the daily operations of the Foundation Office and ensuring smooth communication and coordination across the Fellowship community. This position requires strong organizational and interpersonal skills, as well as the ability to balance administrative tasks with warm, responsive support for members, coworkers, and visitors.

Key Responsibilities include, but are not limited to, the following:

Office Administration & Communication

- Process incoming and outgoing mail, phone calls, emails, and faxes for the Foundation Office.
- Manage mail for former members and staff; handle related updates such as catalog cancellations, DMV notifications, and jury summons.
- Maintain office organization and cleanliness; open, prepare, and close the office daily, restocking supplies as needed.
- Maintain office equipment and supplies.
- Provide a welcoming presence and responsive support to walk-in members, coworkers, volunteers, member families, potential residents, vendors, and guests.
- Oversee management of the Fellowship's vehicle fleet, including inspections, registrations, insurance, EZ-Pass, and policy compliance.

Admissions, Member & Guest Support

- Prepare and maintain informational materials, files, and tour resources for prospective members.
- Coordinate tours with the Director
- Facilitate member admissions, including onboarding, orientation, and administrative support.
- Generate New Member fee sheet and contracts. Including updating all member fees annually

- Ensure updates to member fees are tracked and communicated to stakeholders in the Foundation Office.
- Coordinate guest accommodations, room availability, and meal vouchers for visitors and independent members.

Development & Project Support

- Assist with mailings, internal communications, document organization, database management (cloud, network, and hard copy), and other projects as assigned by the Director, Leadership Team, or Business Manager.
- Support development and marketing initiatives, including internal communications, event coordination, and database updates.
- Record and acknowledge donations; prepare quarterly development reports for Trustee meetings in collaboration with the Development Manager.
- Provide administrative assistance for vaccine clinics, community events, and trainings as needed.

Employee & Volunteer Support

- Support office staff and coworkers as needed
 - Assist with onboarding, visa documentation, and orientation for international volunteers
 - Provide backup support for basic HR functions such as job postings, follow-up communication, and onboarding documentation as needed
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Education, Skills, and Qualifications

Education & Experience

- Associate degree in Administration, Office Management, or related field; equivalent experience will be considered.
- Prior administrative experience in a nonprofit, health, or human services setting preferred.
- Proficiency in file management across hard copy, network, and cloud-based systems.
- Typing speed of 55–70 wpm.

Technical Skills

- Proficient to expert level in Microsoft Office Suite (Excel, Word, Access) and cloud-based tools such as Microsoft 365, OneDrive, and Google Suite.
- Skilled in Adobe Acrobat and general office technology, including postage meters, phone and fax systems, copiers, and online shipping tools (e.g., Stamps.com, FedEx, UPS, HP).
- Strong understanding of the USPS system and related procedures.
- Familiarity with USCIS systems and processes for supporting international volunteers.
- Basic understanding of New York State labor laws as they pertain to international volunteers, work-study students, and refugees.
- Knowledge of and commitment to HIPAA compliance and RSFF policies and procedures.



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- New York State Notary Public certification preferred (or willingness to obtain).
 - Foundational understanding of the Anthroposophical approach to human care preferred.
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Character Qualities & Work Style

- **Adaptable and flexible** — able to adjust gracefully to changes in people, priorities, and workflow.
 - **Creative and perceptive** — sensitive to challenges and responsive to others' needs for self-advocacy.
 - **Compassionate and grounded** — demonstrates empathy, gentleness, and active listening.
 - **Collaborative and communicative** — a strong coordinator who works well with others and adjusts actions in relation to others' needs.
 - **Proactive and dependable** — takes initiative, follows through on responsibilities, and seeks meaningful outcomes.
 - **Self-confident and calm** — maintains composure, discernment, and perspective under pressure.
 - **Detail-oriented and ethical** — values accuracy, confidentiality, integrity, and accountability.
 - **Dresses Professionally**
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Work Environment

- Duties may occasionally require work outside regular office hours.
- Must be able to move and respond quickly when needed.
- Requires the ability to lift, hold, reach, and move moderately heavy objects.
- Must be able to sit for extended periods.